

**MINUTES OF THE  
HANOVER BOROUGH COUNCIL WORKSHOP/  
FINANCE & PERSONNEL COMMITTEE MEETING  
March 17, 2021**

Chairperson Dr. Rupp called the Hanover Borough Council Workshop & Finance & Personnel Committee meeting to order Wednesday Evening, March 17, 2021 at 7:00 PM, as advertised, in the Hanover Borough Municipal Building, 44 Frederick Street, Hanover, PA, as advertised. Community Media was present to conduct a video and audio of the meeting via zoom presentation for all citizens to have access.

**Attendance:** The following Council Members were present: Mrs. Funk, Mr. Hegberg, Mr. Hoover, Mr. Kress, Mr. Lockard, Ms. Pranses, Mr. Reichart (*virtual*), Mr. Roland and Dr. Rupp; Solicitor Shultis, and Mayor Whitman (*virtual*); and Staff Members Assistant Public Works Supervisor Arnold, Manager Dunford, Secretary Felix, Planning & Engineering Director Mains (*virtual*), Finance Director Miller and Solicitor Shultis. Councilman Mr. Chesney was absent this evening.

**PUBLIC COMMENT** - None was presented.

**CONSENT AGENDA**

It was moved by Mrs. Funk, seconded by Mr. Lockard to approve the following items on the Consent Agenda:

- a. Minutes: Approval of Minutes February 17, 2021
- b. Finance Reports:
  - i. Approve Bills for Payment
  - ii. Accept Monthly Financial Statement
  - iii. Accept Report of Monthly Investments
- c. Tax Exonerations: Ratify the actions of proper officers in approving exonerations of Per Capita Taxes for York Adams Tax Bureau and Berkheimer Tax Innovations for 2020
- d. Tuition Reimbursement Program: Approve agreements with Falyn Morningstar and guarantors for reimbursing the Borough for tuition payments.
- e. "Stonewicke V" Residential Development: Approve Water Service Agreement for water system extension.
- f. Alcohol use at Good Field for certain events: Approve resolution allowing limited alcohol use.

- g. 2021 Sanitary Sewer Main Lining: Approve COSTARS contract with Mr. Rehab, LLC in the amount of \$ 336,111.76 for the 2021 Sanitary Sewer Rehabilitation / Lining Project.
- h. Letter of Engagement for Borough Council: Approve letter of engagement for Solicitor services with Salzmänn Hughes
- i. Special Events – Approve Permit Applications:
  - i. Hanover Half Marathon – October 2, 2021
  - ii. Zeichen Des Pferdes Bierhaus Grand Opening – April 2<sup>nd</sup> & 3<sup>rd</sup>, 2021
- j. Sewer Billing Credit – Approve credit for Cam Innovation, Inc. - \$1,572.23
- k. CDBG Grant Approval – Approve Contracts for:
  - i. Baer Avenue Playground Improvements - \$60,000
  - ii. Hanover Wirt Park Improvements - \$70,000
- l. Fishing Tournaments – Approve for Borderline Bass Anglers at Long Arm Dam
  - i. July 25, 2021
  - ii. September 4, 2021
- m. Market House – Approve Stall Leases through 12/31/21
  - i. This is a Farmhouse – organic items and crafts
  - ii. Union Cigars LLC – cigars

Motion carried.

## **PRESENTATIONS**

### **York County Rail Trail:**

Dr. Rupp introduced Silas Chamberlin & David Gonzalez, with York County Economic Alliance (YCEA) and Steven Nelson & Kimberly Stever, with Eastwick Solutions, who were present virtually to review the York County Trail Towns program expanding into the Borough.

Mr. Chamberlin described the background of the roll of the YCEA organization with the Trail Towns Program, which has partnered with many local entities in communities to promote community revitalization, tourism, etc.

Ms. Stever and Mr. Nelson stated the Trail Towns Program is a regional effort and part of the Heritage Trail System, and overall includes Codorus State park and Long Reservoir for transitioning and promoting outdoor recreation efforts. No financial contribution is expected from the Borough. Stakeholder interviews are currently being held within the community for planning and development as part of an action team to develop an action plan. Mr. Nelson thanked Hanover Borough Council for their supporting resolution passed last month.

Main Street Manager Trucksess thanked the presenters for their support in connecting outdoor recreation with downtown revitalization efforts. She asked Council to be a part of this effort and to recommend constituents who may be interested in joining with the effort.

Borough staff is currently working with the Department of Conservation and Natural Resources (DCNR) on a recreational plan which can be seen as an asset to this program. Ms. Trucksess thanked Council for their support.

Chairperson Rupp thanked Mr. Chamberlin, Mr. Gonzalez, Mr. Nelson and Ms. Stever for their presentation this evening. Council looks forward to hearing more as the initiative progresses.

**Presentation of CARD Program (Community Action for Recovery and Diversion):**

Police Chief Chad Martín reviewed the pilot program that Hanover Borough Police Department and the Springettsbury Township Police Department will host as part of the York County Program. The program addresses mental health illnesses in connection with substance abuse and minor crimes. The offender receives a drug and alcohol and mental health evaluation and appears before a magisterial district judge all on the day they are picked up in the police car. Those without a significant prior record will not face charges if they agree to start treatment immediately and complete the treatment.

York County is a leader in this program, shown to have double the success rate as opposed to incarceration. The pilot program is slated to begin late June in Hanover Borough.

Chairperson Rupp thanked Police Chief Martin for his presentation, and he will update Council from time to time as the program progresses.

**FINANCE, PERSONNEL AND ADMINISTRATION**

Library Director: Manager Dunford explained that the Borough has \$65,000 budgeted for a 9-month period for a full time Library Director. The Office of Commonwealth Libraries (OCL) requires the Borough to employ a library director with a Master's Degree in Library Science as a condition of State and County funding in the amount of \$257,000 annually. Although the OCL issued a waiver during the COVID crisis for same, during which time the Borough employed Julie Moul as Interim Director, the OCL's waiver is set to run out in June 2021, so it is necessary to begin the recruitment process for this position.

It was moved by Ms. Pranses, seconded by Mr. Hoover to move the item to fill the position of Library Director to the Council agenda. Motion carried.

Library Committee: Manager Dunford explained that in order to develop a sustainable plan for the future of the library, Council directed staff to look into developing an Inter-Board Library Work Group to work with Borough Council, the Library Board of Governors and the Hanover Public Library Association. Manager Dunford supplied a draft plan for the work group. The group could address and advise on the following areas: Library Governance, Library Operations, Library Building options, Library Budget and Regional Relations. She recommended seeking funding through DCED's Strategic Management Planning Program (STMP).

Mr. Reichart encouraged Council's support to look into funding through DCED's Strategic Management Planning Program (STMP) funding to fund a facilitator to develop a strategic plan and to move forward with the work group.

Water / Wastewater Reorganization: Manager Dunford discussed the proposed position of Director of Water Resources; to be funded through cost savings from recent staff retirement, re-organization and a reduction in certain outside engineering costs. She noted the water & wastewater structure needs support and upcoming retirements would provide cost savings to create this position. Currently the Finance Director and Planning and Engineering Director spend a considerable amount of time managing issues within these departments. A Director of Water Resources would preferably be an engineer and would have an assistant or consulting engineering engineer to oversee the Water Distribution Department, Water Treatment and Supply, Wastewater Treatment and Wastewater Collection departments.

Mr. Hegberg asked if the Stormwater Department would be included, and Mr. Mains noted that although a portion of Stormwater aligns with this position, Stormwater would remain under the direction of the Department of Planning and Engineering, instead of placing Stormwater solely under water and sewer resources. There was discussion on how management of the Borough's GIS systems would fit into the administrative structure.

Mr. Kress asked how the administrative assistant would fit in. Manager Dunford explained that whereas the current Superintendent of Water and Wastewater Treatment is retiring in 2 years, he could serve as temporary assistant under the new Director of Water Resources. In addition, there is no intention of replacing the Supervisor of the Water Meter Department (as recently retired).

After considerable discussion, it was agreed to move the matter to the Water & Sewer Committee for further review and comment.

Calendar for the preparation of the 2022 Budget: Manager Dunford reviewed the objectives of the draft 2022 budget calendar, noting an early presentation to Council of the financial trends in relation to the 12/31/20 projection would be presented for early discussion. Council's budget message will be moved to the beginning of the budget process; departmental data and service descriptions will be added similar to Carlisle's budget process; the planning process for routine capital projects and capital improvements will be discussed in June/July along with a long-term plan for major vertical construction proposal in line with recommendations from the Public Works and Facilities Committee; and the separation of water and wastewater budgets from the general fund budget considerations.

Utility Payments: Finance Director Miller reviewed a resolution to approve a policy for prioritizing payments made on utility services from customers, to clarify and eliminate confusion. It provides a basis to manage outstanding balances and to minimize additional accumulation of penalties. It was moved by Mr. Lockard, seconded by Mr. Hoover to move the proposed resolution to the Council agenda for consideration. Motion carried.

Capital Expense: The following proposed purchases and lease of vehicles were reviewed by Assistant Public Works Supervisor Arnold:

The purchase of a marked interceptor police vehicle at cost of \$42,500, which is a replacement for a 2018 vehicle that will be rotated within the fleet; and an unmarked police evidence transit vehicle at a cost of \$34,350 that is a replacement for a 2011 unit to be used as trade-in; these purchases must be approved in order to receive them yet this year. These vehicles were approved as part of the 2021 budget process.

A tandem axle rear-load refuse truck at a cost of \$239,968 to be financed to replace a 2001 rear-load refuse truck to be sold at auction, also approved as part of the 2021 budget process.

An emergency purchase to replace front end loader for regional WWTP - \$84,463 after insurance payments. The Committee questioned the details in relation to the need for this replacement, use of the vehicle, how the current vehicle is no longer usable, and if proper training for employees running the vehicle were implemented, in relation to the incident. Manager Dunford added that there was an accident investigation.

Mr. Roland asked for equipment hours on the proposed vehicle replacements.

After extensive discussion, it was moved by Roland, seconded by Mr. Kress to move the consideration of approval for the above vehicles to the Council agenda. Motion carried.



Sanitation: Manager Dunford asked for direction on a scope of work for potential study by Pennsylvania Economy League (PEL) in relation to the Borough's Refuse and Recycling Program, which she noted was directed by Council, on a list of goals. The study would look for various options for in-house and outsourcing services. Mrs. Funk asked for cost of the study. Manager Dunford explained that the Borough is eligible for a 50% cash match grants for Human Relations/Library/Sanitation. Ms. Pranses stated she is hesitant to approve yet another study for the refuse and recycling service, since a similar study was completed in 2017. Finance Director Miller noted the previous study analyzed purely financial data, and this study would focus on operational data. The Committee discussed the necessity for the study. Mr. Hegberg was concerned with the future of the sanitation industry. Upon questioning by Mr. Kress, it was noted that the Borough's current refuse service is financially sustainable and successful at this time, as communicated in PEL's initial study. Ms. Pranses noted she has received overall good comments from citizens of the refuse program. Manager Dunford recommended working with staff to develop a more detailed scope and the matter could be further discussed by the Public Works and Facilities Committee.

Moul Field Pavilion: The Kiwanis Club would like to donate a pavilion for Moul Field under the terms of the Agreement with Hanover Schools as field owner. Mrs. Funk wanted to clarify the amount of expenses from the Borough for labor, maintenance and electric hookup. Mr. Arnold noted the anticipated labor costs would be minimal, and this community asset could be utilized in renting out for events, etc. Manager Dunford will obtain the estimated labor costs and report back. It was moved by Ms. Pranses, seconded by Mr. Hoover to move the approval of the acceptance of the donation of the pavilion to the Council agenda for consideration. Motion carried.

Municipal Office Closure due to COVID restrictions: The Committee agreed to re-open the Borough offices for public access on Monday, March 22<sup>nd</sup>, with masking and social distancing in place. There were no objections.

LERTA Application: An application for Local Economic Revitalization Tax Assistance (LERTA) was received from Ilyes Holdings 4, LLC for the property at 108 East Chestnut Street. Mr. Mains explained that the property owner intends to redevelop this blighted/condemned property with 19 apartments and a commercial/retail space with parking. The School District would also have to approve the application reference to the school taxes. Mr. Roland asked for assurance that the assessed value would be prior to the demolition, of which Finance Director Miller confirmed that there was stipulation for same provided in the LERTA ordinance, so that the current taxable assessed value would not be reduced for a demolished building valuation. It was moved by Ms. Pranses, seconded by Mr. Hoover to move the approval of the LERTA application for 108 East

Chestnut Street to the Council agenda for consideration, under the terms of the LERTA ordinance. Motion carried.

### **PLANNING AND ENGINEERING DEPARTMENT**

Forestry Management: Mr. Mains reviewed the contracts with Dowling Forestry, in the amount of \$33,053.46 for 2021 herbicide treatment and timber sale; revenue from the timber harvest to offset costs. Mr. Hegberg asked for assurance that the herbicides used will not adversely affect the watershed. Mr. Mains confirmed that Dowling Forestry is very cognizant of this concern and will use appropriate chemicals and operating procedures near waterways. Finance Director Miller noted that these service orders are part of the long-term forestry management plan, as approved by Council. It was moved by Mrs. Funk, seconded by Ms. Pranses to move the approval of the Forestry Management Services orders for Dowling Forestry to the Council agenda for consideration. Motion carried.

### **WATER DEPARTMENT**

Water Conservation: It was moved by Ms. Pranses, seconded by Mr. Roland to move the approval of the discontinuance of the voluntary drought restrictions on water usage to the Council agenda for approval, since the dam capacity has now increased to 80% and the spring rains are anticipated to further increase water levels. Motion carried.

### **PUBLIC WORKS AND FACILITIES COMMITTEE**

Capital (Vertical Construction) Planning: Mr. Mains noted that the Public Works and Facilities Committee met on March 16<sup>th</sup> and was presented with the Capital Vertical Planning Study and is beginning to move forward with their analysis, and should have more direction by June/July. The term "vertical" refers to buildings, facilities and assets other than infrastructure.

### **ECONOMIC DEVELOPMENT COMMITTEE:**

Parking Kiosk: Mr. Mains noted the parking study of August 2020 provided very specific data for direction for parking options. At the direction of the Economic Development Committee, he has obtained information working with the Public Works Department and various vendors for recommendations to move forward. He noted Gettysburg Borough utilizes the Passport cloud-based parking program. Mr. Hoover noted a kiosk was recommended for the PNC lot so that a physical structure could be present to accept cash payments as well as other payment methods, since the meters are no longer there. The set-up of the Passport cloud-based system will be \$18,000 and each kiosk will cost \$7,000. The pricing allows for the creation of multiple (flexible) parking zones for management

and enforcement. There are initially 2-4 tablets for enforcement in the costs, as well as 2 mobile printers. Mr. Mains explained that there are only 2 or 3 reputable vendors in this sector, and he has thoroughly investigated their capabilities, and also reviewed other municipalities mobile parking systems for comparison and references. The preferred option would manage the existing meters, monthly passes, mobile app and kiosks. He recommends approval of the contract with Passport for \$ 18,260 for a mobile parking platform and MacKay Meters for \$ 7,085 for a parking kiosk. Both systems are compatible with one another. There will be future discussion about parking rate structures, and parking fines. It was moved by Mr. Roland, seconded by Mr. Hoover to move the approval for the mobile parking platform and kiosk as indicated to the Council agenda for consideration. Motion carried.

Mr. Hoover provided a handout and reviewed the guidelines for the selection process for the Economic Development Corporation Board of Directors. Any questions, please contact Mr. Hoover. A meeting was scheduled for Tuesday, April 6, 2021 at 6:00 PM to review the candidates and interview process.

#### **GOVERNANCE COMMITTEE**

Mr. Lockard updated the Committee on the proposed Personnel Policies that were reviewed and recommended by the Governance & Policy Committee:

- Americans with Disabilities Act
- Anti-Discrimination/Harassment
- Equal Employment Opportunity

It was moved by Mr. Hoover, seconded by Mr. Hegberg to move the approval for the above personnel policies to the Council agenda for consideration. Motion carried.

#### **NEW BUSINESS**

Mr. Hegberg noted the Railroad tracks are very difficult to drive over at High Street; he asked how this issue could be resolved. Manager Dunford will work with the Public Works Director to contact the railroad on the issue.

#### **OLD BUSINESS**

Solicitor Shultis announced that the public hearing for the proposed zoning ordinance will be held Thursday, May 6, 2021 at 6:00 PM, and Community Media will be asked to broadcast.

#### **MANAGEMENT REPORTS**



Manager Dunford noted that it is likely the Borough will receive \$1.55 million from the American Rescue Act for water – sewer infrastructure improvements, lost revenue from library/tax funds, community/non-profit support, etc. Finance Director Miller is researching the allowable expenditures, and further discussions will occur regarding proposed uses.

#### **CORRESPONDENCE AND INFORMATION**

Manager Dunford commended Assistant Public Works Supervisor Arnold on his work task evaluation for the Water Meter Department Supervisor position, and his evaluation of the proposed water meter project.

The bid results for the Sheppard Myers Dam Rehabilitation Project will be forwarded to Council, after their bid opening tomorrow; for a motion on the Council agenda.

Manager Dunford commended the new Human Resource Manager on her good work to date.

Chairman Rupp thanked staff for their hard work.

**ADDITIONAL PUBLIC COMMENT** – None was presented.


Chairman Rupp thanked all who were in attendance this evening.

9:22 PM: It was moved by Mr. Hegberg, seconded by Ms. Hoover to temporarily adjourn to an executive session under sections 708a (2,3,4,5) of the Sunshine Act. Motion carried.

10:00 PM: The meeting reconvened.

It was moved by Mrs. Funk, seconded by Mr. Hoover to adjourn the meeting at 10:00 PM. Motion carried.

Respectfully submitted,

  
Dorothy C. Felix  
Borough Secretary